

**PROVISIONAL TO OPERATING
CHILD CARE CENTER
LICENSING PROCESS
“OVERVIEW”**

To start the licensing process, the following items need to be completed. Refer to “Instructions for applying for an Operating Child Care Center License” for specific instructions on each document.

1. Child Care Center Application
2. Full Disclosure of Ownership Statement
3. Director’s and Licensee’s Felony/Misdemeanor Statement
4. Lawful Presence in the United States Attestation for Individuals / Co-owners
5. License fee
6. Director’s Health Information Report
7. Director Qualifications

If any of the forms are incomplete, the packet will be returned to you. This may cause a lapse in your license.

SEND THE ITEMS TO:

Douglas or Sarpy County Counties

Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties

Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
PO Box 94986
Lincoln, NE 68509

**INSTRUCTIONS FOR APPLYING FOR AN OPERATING
CHILD CARE CENTER LICENSE**

Enclosed you will find forms and instructions to guide you through the licensing process. Take the time to review the instructions, forms, and Child Care Center Standards. This process does take time, so start as soon as you receive this packet. **Make sure all forms complete, accurate, signed, and dated. Incomplete forms/packets will be returned which may result in a lapse in your license.**

1. **Child Care Center Application:** Application needs to be current, accurate, and complete. List all staff including volunteers, and substitutes. Application must be signed by Licensee or Authorized Agent. The “operating” box must be check marked.
2. **Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit one of the following forms a) Non Profit or b) For Profit.
3. **Director and Licensee Felony/Misdemeanor Statement:** Instructions are on the forms. **Ensure the forms are completed accurately and signed/dated.**
4. **Lawful Presence in the United States:** If you are an individual owner or in a partnership (two or more owners) this form must be completed by each owner. Read the instructions on the form and submit with your application. Applications will not be processed if you are an Individual or Partner and the form is not completed and signed.
5. **License Fee:** You must submit a check or money order (**NO CASH**) payable to Nebraska Department of Health and Human Services.
 - \$25.00 License Fee for facilities with Capacity of 13-29 children.
 - \$50.00 License Fee for facilities with Capacity of 30 or more children.

Your cancelled check is your receipt. (**NO REFUNDS**) **Write check number on the License application.**

6. **Director’s Health Information Report:** The Director completes Part A of the Health Information Report. A Medical Practitioner completes Part B.
7. **Director’s Qualifications – for programs licensed for not more than 22 capacity:** If the Director qualified under the option of having a written Department approved plan; you will need to send verification of 6 credit hours or 36 clock hours of Department approved in-service. Please send copies of certificates or transcripts.
Do not send originals.

Submit all completed items 1-7 to the address listed on the Overview page.
Submit all items together.

If you have any questions regarding this process, contact

Douglas and Sarpy Counties

Gina Ewing
(402) 595-3348

All Other Nebraska Counties

Cindy Strufing
(402) 471-9562; 1-800-600-1289